

# MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES

## PROCUREMENT DIVISION

### **On-Line Amenities**

Documents and forms available on this site:

- I. Bids, Quotes and Request for proposals
- II. Amendments
- III. Specifications
- IV. Buyer responsible for specific commodity and their contact information
- V. Solicitation Results
- VI. Vendor Application
  - a. Vendor Commodity Listing
  - b. EEOC – Certificate
  - c. Internal Revenue Certificate
- VII. Updates from Procurement Division

Each vendor is responsible for downloading bids, quotes, and request for proposals, including amendments and all other attachments, vendor applications.

Vendors are also responsible for updating their records with the Procurement Division. If you are a new vendor, please click on the link for vendor application.

### **Vendor Fee Information**

This is notification of an annual registration fee for all vendors who conduct business with Milwaukee County to provide goods and services. The annual vendor registration fee has been assessed in the amount of \$25.00 to establish, maintain and/or renew a contract through the Procurement Division. To more efficiently accommodate all vendors, the Procurement Division will be notifying all vendors with a “vendor fee renewal” reminder letter. This service is intended to reduce untimely delays in vendor/contractor awards.

Please make checks payable to: Milwaukee County Treasurer  
Forward to:  
Procurement Division, 2711 W. Wells Street, 5<sup>th</sup> Floor, Milwaukee, WI 53208  
Attention: Vendor Fee

For additional information, please call (414) 223-8100

# **MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES**

## **PROCUREMENT DIVISION**

### **Prospective Vendors:**

In order for Milwaukee County to obtain information required of all vendors for inclusion in the procurement process and our Vendor database, it is necessary that the attached information be completed and returned to the Procurement Division.

Therefore, please complete the information and return the following:

1. Vendor Application Form - (Attachment I.) - Completed and signed.
2. Vendor Commodity Listing - (Attachment II.) – Please check each commodity and or services that are provided by your company/business.
3. Equal Employment Opportunity Certificate - (Attachment III.) - Completed and signed.
4. Internal Revenue Certificate - (Attachment IV.) - Completed.

Send your completed vendor registration packet to:

**Milwaukee County Department of Administrative Services  
Procurement Division  
2711 W. Wells Street  
Milwaukee, WI 53208**

**Please direct all questions to the Procurement Division – (414) 2238100  
Visit us at our website  
[www.milwaukee.gov](http://www.milwaukee.gov)**

**Attachments**

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT DIVISION**

**Vendor Application**

Date: \_\_\_\_\_

Company Name	Phone Number	Fax Number
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Street Address	City	State	Zip Code
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PO Box (if applicable)	email address	Federal Tax ID#
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Accounts Receivable (remit to) Address if different from above:

Street Address	City	State	Zip Code
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**Company Contact Information:**

**Bids or Pricing:**

Name	Title	Phone Number
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**Accounts Receivable:**

Name	Title	Phone Number
------	-------	--------------

**Sales Representative:**

Name	Title	Phone Number
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Briefly describe the commodities or services you wish to make available to Milwaukee County  
Note: Attached is an additional listing of commodities.

**DBE Participation:** To be eligible to provide goods and services as a Disadvantaged Business to Milwaukee County, your firm must be certified by the Milwaukee County Community Business Development Partners, Dane County, City of Madison or the Wisconsin Unified Certification Program prior to the date prices are received. For more information please contact the Community Business Development Partners office at (414) 278-5104.

Certified DBE ( ) Yes ( ) No

Vendor Registration Fee \$25.00 enclosed: ( ) Yes ( ) No

Signature/Title	Date
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**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT DIVISION  
VENDOR COMMODITY LISTING**

- |   |   |
|---|---|
| <input type="checkbox"/> Advertising  | <input type="checkbox"/> Financing  |
| <input type="checkbox"/> Automotive -Grader blade   | <input type="checkbox"/> Flags & Banners  |
| <input type="checkbox"/> Automotive Supplies (Flash cubes, Wire, Repairs                  | <input type="checkbox"/> Floor Maintenance Equipment  |
| <input type="checkbox"/> Automotive- Transmissions, Repairs                               | <input type="checkbox"/> Fuel, Gas, Coal, Liquid Propane Gas  |
| <input type="checkbox"/> Automotive- V-Belt   | <input type="checkbox"/> Furniture, Welding Equipment (Gloves, Aprons)  |
| <input type="checkbox"/> Barber & Beauty Supplies   | <input type="checkbox"/> Glass, Mirrors   |
| <input type="checkbox"/> Beer   | <input type="checkbox"/> Golf Cart Rental   |
| <input type="checkbox"/> Books  | <input type="checkbox"/> Graduation Pins  |
| <input type="checkbox"/> Brushes  | <input type="checkbox"/> Hardware (locks)-General   |
| <input type="checkbox"/> Building Materials (Paint, Lumber, Flooring, Insulation, Brooms) | <input type="checkbox"/> Horticultural Supplies   |
| <input type="checkbox"/> Bus Transportation   | <input type="checkbox"/> Hospital & Lab Supplies  |
| <input type="checkbox"/> Chemicals & Acid   | <input type="checkbox"/> Household Supplies   |
| <input type="checkbox"/> Cleaning Supplies (Soap, Bleach, Wax)                            | <input type="checkbox"/> Jewelry, Watches   |
| <input type="checkbox"/> Clothing-General   | <input type="checkbox"/> Kitchen Equipment (Butcher, Carts, Racks, Refrigeration, Ovens, Stoves, Table Appliance) |
| <input type="checkbox"/> Clothing-Notions   | <input type="checkbox"/> Ladders, Scaffolding, Hoses, Sprinklers  |
| <input type="checkbox"/> Communications Equipment & Supplies, Phone Equipment             | <input type="checkbox"/> Laundry Equipment, Household Supplies, Mops  |
| <input type="checkbox"/> Computer Equipment, Training II Concessions                      | <input type="checkbox"/> Law Enforcement, (Guns, Flares, Sirens, Warning Lights, uniforms, holsters) etc.         |
| <input type="checkbox"/> Copiers, Fax Machines & Maintenance                              | <input type="checkbox"/> Lawn Mowers & Snow Blowers, Machinery  |
| <input type="checkbox"/> Copy Paper   | <input type="checkbox"/> Lighting Services - Contracts  |
| <input type="checkbox"/> Dental Services  | <input type="checkbox"/> Machinery Shop   |
| <input type="checkbox"/> Electrical Appliances (Radio, TV, Repairs, Dryers)               | <input type="checkbox"/> Marine Supplies (boats)  |
| <input type="checkbox"/> Electrical Supplies, (Flashcubes, Wiring, Repairs)               | <input type="checkbox"/> Medical Supplies, Blood  |
| <input type="checkbox"/> Electronics  | <input type="checkbox"/> Messenger Services   |
| <input type="checkbox"/> Elevator Supplies & Service                                      | <input type="checkbox"/> Metals   |
| <input type="checkbox"/> Engraving, Printing  | <input type="checkbox"/> Microfiche, Credit Reports, Financing, Typewriters                                       |
| <input type="checkbox"/> Envelopes (pre-Printed)  | <input type="checkbox"/> Moving Service   |
| <input type="checkbox"/> Environmental Consultants  | <input type="checkbox"/> Music  |
| <input type="checkbox"/> Escalator- General   | <input type="checkbox"/> Name Badges, ID  |
| <input type="checkbox"/> Express Mail (Fed Ex)  | <input type="checkbox"/> Novelties  |
| <input type="checkbox"/> Eyeglasses   | <input type="checkbox"/> Occupational Therapy Supplies  |
|   | <input type="checkbox"/> Office Machines & Repairs  |

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT DIVISION  
VENDOR COMMODITY LISTING**

- |  |  |
|--|--|
| <input type="checkbox"/> Paper (Printing paper Stock)                        | <input type="checkbox"/> Two Way Radio Batteries |
| <input type="checkbox"/> Paper Products, (plates, Napkins, Straws, Tissue)   | <input type="checkbox"/> Vehicles, (Rentals)     |
| <input type="checkbox"/> Patient Transportation                              | <input type="checkbox"/> Video Equipment         |
| <input type="checkbox"/> Petroleum Products, Gas, Diesel Fuel, Gas Equipment | <input type="checkbox"/> Water Treatment         |
| <input type="checkbox"/> Pharmaceutical Supplies                             | <input type="checkbox"/> Window Shades, Textiles |
| <input type="checkbox"/> Photo Equipment                                     | <input type="checkbox"/> Window Washing Service  |
| <input type="checkbox"/> Plastic Liners                                      |  |
| <input type="checkbox"/> Plumbing Supplies (portable Toilets)                |  |
| <input type="checkbox"/> Pool Equipment & Supplies                           |  |
| <input type="checkbox"/> Process Service                                     |  |
| <input type="checkbox"/> Protective & Safety Equipment                       |  |
| <input type="checkbox"/> Real Estate Rental                                  |  |
| <input type="checkbox"/> Recreation Equipment (Athletic, Sports)             |  |
| <input type="checkbox"/> Rental Equipment, Farm, Lawn, Road, Hauling         |  |
| <input type="checkbox"/> Road Construction Material                          |  |
| <input type="checkbox"/> Runway De-icer, Road Salt                           |  |
| <input type="checkbox"/> Salt Water Softener                                 |  |
| <input type="checkbox"/> Services - Morgue Conveyance                        |  |
| <input type="checkbox"/> Services- Armored Card                              |  |
| <input type="checkbox"/> Services-Asbestos, Abatement & Removal              |  |
| <input type="checkbox"/> Services-Grease Cleaning                            |  |
| <input type="checkbox"/> Services-Laundry                                    |  |
| <input type="checkbox"/> Sewing Machines                                     |  |
| <input type="checkbox"/> Signs   |  |
| <input type="checkbox"/> Snow Plows  |  |
| <input type="checkbox"/> Snowplowing Service                                 |  |
| <input type="checkbox"/> Soil Testing- Loeachate Sampling                    |  |
| <input type="checkbox"/> Subscriptions, Books                                |  |
| <input type="checkbox"/> Tableware, (Paper Products)                         |  |
| <input type="checkbox"/> Tarps- Canvas & Tents                               |  |
| <input type="checkbox"/> Temporary Help Services                             |  |
| <input type="checkbox"/> Textiles  |  |
| <input type="checkbox"/> Traffic Control                                     |  |
| <input type="checkbox"/> Traffic Marking                                     |  |
| <input type="checkbox"/> Trailers  |  |
| <input type="checkbox"/> Trash Containers -General                           |  |
| <input type="checkbox"/> Trophies/Awards                                     |  |
| <input type="checkbox"/> Truck Bodies  |  |

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE  
FOR MILWAUKEE COUNTY CONTRACTS**

In accordance with Section 56.17 of the Milwaukee County General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, SELLER or SUCCESSFUL BIDDER or CONTRACTOR or LESSEE or (Other-specify) \_\_\_\_\_ (Hence forth referred to as VENDOR) certifies to MILWAUKEE COUNTY as to the following and agrees that the terms of this certificate are hereby incorporated by reference into any contract awarded.

**Non-Discrimination**

VENDOR certifies that it will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability which includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

VENDOR will post in conspicuous places, available to its employees, notices to be provided by the County setting forth the provisions of the non-discriminatory clause.

A violation of this provision shall be sufficient cause for the County to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the contractor for use in completing the contract.

**Affirmative Action Program**

VENDOR certifies that it will strive to implement the principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the utilization of women, minorities, and persons with disabilities and other protected groups, at all levels of employment in all divisions of the seller's work force, where these groups may have been previously under-utilized and under-represented.

**Non-Segregated Facilities**

VENDOR certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

**Subcontractors**

VENDOR certifies that it has obtained or will obtain certifications regarding non-discrimination, affirmative action program and nonsegregated facilities from proposed subcontractors that are directly related to any contracts with Milwaukee County, if any, prior to the award of any subcontracts, and that it will retain such certifications in its files.

**Reporting Requirements**

Where applicable, VENDOR certifies that it will comply with all reporting requirements and procedures in Title Code 41 Code of Federal Regulations, Chapter 60.

**Affirmative Action Plan**

VENDOR certifies that, if it has 50 or more employees, it has filed or will develop and submit (within 120 days of contract award) for each of its establishments a written affirmative action plan. Current Affirmative Action plans, if required, must be filed with ANY one of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, Milwaukee County-City Campus, 9th Floor, 2711 W. Wells Street, Milwaukee, Wisconsin, 53208. If a current plan has been filed, indicate where filed \_\_\_\_\_ and the year covered \_\_\_\_\_. Please provide proof of your AA plan approval.

VENDOR will also require its lower-tier subcontractors who have 50 or more employees to establish similar written affirmative action plans.

**Employees**

VENDOR certifies that it has \_\_\_\_\_ employees in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington) and \_\_\_\_\_ employees in total.  
(No. of employees) (Total No. of employees)

**Compliance**

VENDOR certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other notification of noncompliance with EEO regulations.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ by:

Firm Name \_\_\_\_\_

WARNING: An unsigned form shall be considered as a negative response.

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

BY \_\_\_\_\_  
(Signature)

Telephone \_\_\_\_\_

\_\_\_\_\_  
(Please Print Name Here)

\_\_\_\_\_  
(Title)



DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT DIVISION

# Milwaukee County

PINKEY P. BUFORD • Purchasing Administrator

Reference: Vendor No. \_\_\_\_\_

Dear Vendor:

The Internal Revenue Service requires us to submit informational returns for certain types of payments to vendors. In order to comply with the IRS regulations and to avoid any penalties, we will need the following information for our files. Failure to provide this information will result in back-up withholding.

If you are providing a federal identification number, you must provide the legal name assigned to that number. If you provide a social security number, you must also provide your individual name, not just the name of your business. The name and the Tax ID number must match what is on record at the IRS.

Federal Tax ID # \_\_\_\_\_

Legal Name \_\_\_\_\_

-OR-

Social Security # \_\_\_\_\_

Individual Name \_\_\_\_\_

## Type of Business:

- |   |   |
|---|---|
| <input type="checkbox"/> Corporation  | <input type="checkbox"/> Service Corporation    |
| <input type="checkbox"/> Corporation (provider or medical & Healthcare services/supplies) | <input type="checkbox"/> Non-Profit             |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Government             |
| <input type="checkbox"/> Individual Proprietorship  | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Sub-chapter S. Corporation                                       | _____   |
|   | _____   |

Please return this completed form within ten days to:

Milwaukee County  
Accounts Payable - Rm. 301  
901 N. 9th Street  
Milwaukee, WI 53233

Accounts Payable Manager

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT DIVISION**

***OFFICE POLICY***

**Vendor Interviews**

*In order to provide the excellent level of service our customers deserve, we encourage vendors to contact the appropriate Buyer and schedule a date and time to discuss issues of Procurement concern.*

*While every attempt will be made to accommodate all vendors with or without an appointment, we request your cooperation in complying with the following Buyer interviewing schedule:*

**Monday thru Thursday**

*Morning - 9:00 a.m. thru 11:30 a.m.*

*Afternoon - 2:00 p.m. thru 4:00 p.m.*

**Friday**

*By appointment with the designated Buyer*

**Bid Results**

*Bid results can be accessed on the Milwaukee County website at [www.milwaukee.gov](http://www.milwaukee.gov), under Procurement. The results will be available for a period of not less than 10 days.*

*Bid results will not be provided over the phone. However, a summary of each bid, with the name of all bidders, can be reviewed upon request in the office of Procurement located at 2711 W. Wells Street, 5<sup>th</sup> floor, Milwaukee, WI 53208, during regular business hours, 8:00 a.m.-5:00 p.m., Monday – Friday, excluding holidays.*

**Access to Public Records and Fees**

*The rights of any person who requests inspection or copies of a public record are governed by the provisions and guidelines of Sec. 19.35 (1), Wis. Stats.*

*A request to review or copy records is deemed sufficient if it reasonably describes the requested record or the information requested.*

*Copies are available for a fee of 15 cents for each page, if picked up by the requestor in person.*

*Copies requested by mail are 15 cents per page plus shipping and handling charges..*

*A fee will be imposed upon a requestor for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50.00 or more.*

**Pinkey Buford  
Purchasing Administrator**



# MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES

## PROCUREMENT DIVISION

### WELCOME TO PROCUREMENT

**Pinkey Buford – Purchasing Administrator**  
**223-8106**  
**EMAIL: pbuford@milwcnty.com**

#### **BUYER**

06 Dawn Gurda

#### **PHONE**

223-8127

#### **FAX**

223-8107

#### **EMAIL**

dgurda@milwcnty.com

08 Steven Slawny

223-8128

223-8107

sslawny@milwcnty.com

#### **Support Staff**

Diane Green – Administrative Specialist  
Purchasing Card Coordinator

223-8114

223-8107

dgreen@milwcnty.com

**Receptionist - 223-8100**  
**Fax Numbers: 223-8107 or 223-8124**

**Procurement Website: [www.milwaukee.gov](http://www.milwaukee.gov)**